

APPENDIX C

U.S. Coast Guard 33 CFR Part 154, Subpart F

Response Plans for Oil Facilities

The U.S. Coast Guard established oil spill response plan requirements for all marine transportation-related (MTR) facilities that could reasonably be expected to cause substantial harm to the environment by discharging oil into or on navigable waters, adjoining shorelines, or exclusive economic zones. The specific applicability and criteria that trigger the preparation of a Coast Guard response plan are identified in 33 CFR part 154.100 and 154.1015. Owners or operators of MTR facilities must prepare and submit to the appropriate Captain of the Port (COTP) a response plan that meets specific requirements applicable to mobile or fixed MTR facilities. The response plan required for MTR facilities meeting established threshold criteria must address the following elements:

Coast Guard Response Plan Scope

Specific Response Plan Elements	
<ul style="list-style-type: none">• Introduction and Plan Contents• Emergency Response Action Plan• Training and Exercises	<ul style="list-style-type: none">• Plan Review and Update Procedures• Appendices

The required Coast Guard response plan contents, including applicable subsection components, are described below.

Introduction and Plan Contents

This section of the plan must identify the facility's name, street address, physical location (e.g., latitude and longitude), 24-hour facility contact information, table of contents, a cross-reference index if the plan is developed in a format that deviates from the format and order specified in 33 CFR Part 154, and a record of change(s) to document plan updates.

Emergency Response Action Plan

This section, must describe the emergency response actions developed to implement the

Facility's Spill Notification Procedures - describes the volume(s) and type(s) of oil that would be involved in an average most probable discharge from the MTR facility; the maximum most probable discharge from the MTR; and the worst case discharge from the MTR facility. This subsection must also contain procedures to be implemented to mitigate or prevent any discharge or substantial threat of a discharge of oil from operational activities associated with internal or external transfers, including shut-down procedures.

Facility Response Activities - describes the responsibilities of facility personnel, the qualified individual(s) and alternate(s), oil spill removal organizations, and the spill management team. It must also identify the organizational structure that will be used to manage the response actions.

Fish and Wildlife Sensitive Environments - identifies areas of economic importance or environmental sensitivity that may be potentially affected by a worst case discharge.

Disposal Plan - describes any actions to be taken or procedures to be used to ensure that all recovered oil and oil contaminated debris produced as a result of any discharge are disposed according to federal, state, and local requirements.

Training and Exercises

This section describes the training program and exercises that will be used to support response plan implementation. The required components include:

Training Procedures - identifies the training to be provided to each individual with responsibilities under the plan. Provisions must also be included to ensure that the facility owner or operator maintains records sufficient to document facility personnel training and make them available for inspection upon request by the U.S. Coast Guard.

Exercise Procedures - describes the response plan exercise program to be carried out by the facility owner or operator to fully implement the plan. This subsection must address quarterly qualified individual notification exercises, annual spill management team tabletop exercises (including a triennial exercise involving a worst case discharge scenario), equipment deployment exercises (quarterly for facility owned and operated equipment, annually for spill removal organization equipment), and emergency

This section must address the procedures to be followed by the facility owner or operator to ensure that annual plan reviews and updates are performed. These procedures must also address post-discharge plan reviews to evaluate and validate its effectiveness.

Appendices

The plan is required to contain several appendices that provide additional information to support response effectiveness. The required appendices include:

Facility-Specific Information - describes the facility's principal characteristics, including site plan, transfer vessel information, and connections separating the transportation-related portion of the facility from the non-transportation-related portion of the facility, if any. This appendix must also contain information on the oil(s) and hazardous material handled, stored, or transported at the facility in bulk.

List of Contacts - includes 24-hour contact information for key individuals and organizations. The list must include the primary and alternate qualified individual(s) responsible for overall facility response plan execution, emergency response contacts, and appropriate federal, state, and local agencies.

Equipment List and Records - contains a list of equipment, personnel and organizations required to respond to spills covered under a facility-specific Coast Guard response plan.

Communications Plan - describes the primary and alternate method of communication during discharges, including communications at the facility and at remote locations within the areas covered by the response plan. This appendix may reference an existing plan or document.

Site-Specific Safety and Health Plan - describes the safety and health plan to be implemented for any response location(s). This appendix may reference an existing plan required under the Hazardous Waste Operations and Emergency Response Standards, 29 CFR 1910.120.

List of Acronyms and Definitions - lists all acronyms used in the response plan and all definitions that are essential to understanding the provisions of the response plan.